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Bulletin Number 2587BR

Type of Recruitment Transfer Opportunity

Department Auditor-Controller

Position Title CHIEF ACCOUNTANT

Filing Type Standard

Filing End Date 07/29/2011

Filing End Time 5:00 pm PST

General Information **FILING INFORMATION: ONLINE FILING ONLY**

You MUST complete the filing process ONLINE (via electronic submission). **RESUMES SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

Note: Applicants must either upload required documents e.g. copy of last two performance evaluations, last two years time history records, and a cover letter, as attachments or fax to (213) 947-4848 on the day of submitting your resume online. Please include your name, bulletin number and position title of the vacancy in which you are applying for on all faxed documents.

All materials submitted will be evaluated. Only the most qualified employees will be contacted for an interview. The interview process will be used to determine the final selection.

Requirements Permanent County of Los Angeles employees who hold the title of Chief Accountant (106G) or equivalent are invited to submit their resume with a copy of their last two performance evaluations, last two years time history records, and a cover letter highlighting work experience and additional information the candidate wishes to be considered.

Desirable Qualifications

- Comprehensive knowledge of County accounting policies and procedures
- Strong interpersonal skills and experience working effectively

with all levels of staff

- Excellent business writing and oral communication skills
- Proficient in Microsoft Word and Excel applications
- Strong organizational, planning and supervisory skills
- Ability to review and interpret new or modified pronouncements adopted by the Governmental Accounting Standards Board
- Ability to adapt to a complex and changing work environment

Duties

This position reports to a Division Chief, Auditor-Controller and is responsible for assisting in supervising the activities of the Accounting Division.

Vacancy Information

The Department of Auditor-Controller, Accounting Division, is seeking a well-qualified and highly motivated individual to fill the position of Chief Accountant. This vacancy is headquartered at the Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California, 90012.

Contact Name Margarita Sarkisian
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Job Field Finance and Accounting

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